

Retention and Classification Report

Agency: Department of Public Safety. Utah Highway Patrol. Section #06
(2453)
816 North 1200 West
Orem, UT 84057
965-8083

Records Officer Lynda Reinstein

28206 Incident case files

AGENCY: Department of Public Safety. Utah Highway Patrol. Section #06

SERIES: 28206

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TITLE: Incident case files

DATES: 2003 -

ARRANGEMENT: Numerical by case number and date

DESCRIPTION:

These reports are prepared by officers engaged in public patrol or response duties and describe initial actions taken. These records may include a description of the incident, the identifying information of parties involved, the general scope of actions taken by public safety personnel, and the nature of any injuries and damages sustained (Utah Code 63G-2-103(14)(2014)). These records may also include dash-cam recordings, copies of citations issued, warrants issued, DUIs issued, and driver and witness statements. Fatal crashes and violent felony records including homicide and sexual assault are not included in this schedule.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 1.

AUTHORIZED: 07/16/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

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(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Exempt Utah Code 41-6a-404

SECONDARY CLASSIFICATION(S):

Protected. Files are used in court cases, disclosure of which may
jeopardize litigation proceedings. Utah Code 63G-305(9)

Private. Files contain private and personal information. Utah Code
63G-302